



Idaho SAT® School Day Implementation Milestones



Idaho SAT® School Day Monthly Checklist of Deliverables & Deadlines

2011

SEPTEMBER:

- ☐ Complete SAT Test Center Intake Form by **September 30th** and return to **Stephanie Martin** at smartin@sde.idaho.gov.

OCTOBER:

- ☐ SAT Online Course Welcome Kit delivered by **October 21st**. School SAT Online Course Coordinators distribute access code to all 11th graders.

NOVEMBER:

- ☐ SAT Test Centers established by **November 29th**.

DECEMBER:

- ☐ Application for test accommodations for students with disabilities starts on **December 1st**.

2012

JANUARY:

- ☐ Idaho SAT Registration materials distributed week of **January 16th**.

FEBRUARY:

- ☐ Application for test accommodations for students with disabilities ends on **February 1st**.
- ☐ Idaho SAT Student Registration opens **February 6th**.
- ☐ SAT Test Center Supervisor Training materials distributed week of **February 6th**.
- ☐ SAT Test Center Supervisor Training starts week of **February 20th**.

MARCH:

- ☐ SAT Test Center Supervisor Training completed by **March 30th**.

APRIL:

- ☐ Idaho SAT Student Registration closes **April 4th**.
- ☐ SAT test administration materials ship by **April 6th**.
- ☐ Idaho SAT School Day test administration on **April 18th**.

SAT Online Course and Test Center Intake Form for **Idaho SAT® School Day**

For the Idaho SAT® School Day, scheduled for **April 18, 2012**, a Test Center Intake Form must be completed and returned to the Idaho Department of Education* no later than **Sept 30, 2011**. This form will include an instructions page which will outline what every school will need to complete. For example, this will include such activities as directing each school principal or SAT Point of Contact to appoint the appropriate staff to act as:

- SAT Online Course Coordinator
- SAT Registration Coordinator
- Accommodations Coordinator

***Districts will compile the Test Center Intake Form for each High School and then send completed Test Center Intake Forms to Stephanie Martin at smartin@sde.idaho.gov.**

SAT Online Course for **Idaho SAT® School Day**

An SAT Online Course Welcome kit will be delivered to each SAT Online Course Coordinator as soon as all Test Center Intake forms are completed, which will most likely be mid-October. Within that welcome kit the login information for educators and students will be provided. In order to access the Official SAT Online Course, please visit the school site license home page at: www.satonlinecourseschool.org.

Student Online Registration for **Idaho SAT® School Day**

Idaho SAT School Day registration for students will open on **February 6th**. Each school will designate a Registration Coordinator to oversee registration at the school. The Registration Coordinator's full name and contact information (including e-mail address) should be submitted as part of the Test Center Intake Form.

Online Registration - We recommend the online process for several reasons:

- Counselors can easily access the online roster which allows them to track which students have signed up online. Students remain in charge of their own registrations and the reporting of scores.
- Students can leverage the SAT Questionnaire, a preregistration survey allowing students to present a holistic view of their academic accomplishments and interests to colleges.
- As part of the process, each student will establish a free MySAT account on the College Board website, and through that account, they will have easy access to useful information and tools for SAT practice and college readiness.

The Registration Process

The Registration Coordinator will receive a packet of materials from the SAT Program in the middle of January. The contents of the package will include:

- A cover letter explaining the registration process.
- A supply of vouchers with unique 12-character codes. These cards will be perforated and come in sheets of four. The quantity shipped will be calibrated to the school's junior enrollment.
- A supply of ***This Is Your School Day SAT***, a two-page flyer with registration instructions, one per junior.
- A poster for display with a write-in section for the counseling office to note the date and who is eligible (in this case, juniors).

The Registration Coordinator should arrange to distribute a voucher card and a flyer to each eligible student. Here are the steps for registration:

1. Students need to have a free online account to register. This account can be created at any time by visiting sat.collegeboard.com and clicking the blue **Sign Up** button in the left navigation area. To be eligible to

participate in the **Idaho SAT School Day for April 18, 2012**, a student must attend an Idaho public high school and be in the 11th grade.

2. The Idaho SAT School Day **student online registration** process will be available starting **February 6, 2012** and will run through April 4th. **Registration closes** at 11:59 p.m. (Eastern Daylight Time) **April 4**. Based on their online profile, eligible students will automatically be offered a chance to register for the April 18 Idaho SAT School Day, and once they select it, they will follow a clear online process to register at the proper location. Students with disabilities will be asked to provide their SSD code, so be sure to initiate the eligibility approval process as early as possible (see below).
3. Students who miss the registration process may still be able to test standby. Idaho SAT School Day Registration Forms and a (required) customized Bulk Transmittal Form will be supplied to each school with the test-day materials for standby registrations.

Special Note: *Students must enter the 12-character code during registration. Students should treat the vouchers as they would a pre-paid store card. Please direct students who misplace their cards should contact SAT Customer Service at 1-866-756-7346.*

Paper/Pencil Registration

Any student that cannot register online, must register via paper/pencil. The Registration Coordinator will contact Idaho Educator only directly toll free at **1-866-253-0385** should students need materials for paper/pencil registration. Please note: This is an Educator only contact number and should not be distributed to students or parents. These materials need to be ordered by no later than **December 1, 2011**.

Applying for Accommodations for Students with Disabilities and Limited English proficiency

The SAT Program has long supported students with disabilities and limited English proficiency, offering 50 or 100 percent extended time, formats such as Braille and cassette, large-print materials and other accommodations to students with documented needs. College Board approval is required to receive accommodations, and the earlier students apply, the more likely they will be able to receive the proper testing environment. The approval process, which is overseen by the Services for Students with Disabilities (SSD) staff, takes from five to seven weeks. The [online portal](http://www.collegeboard.com/ssd) at www.collegeboard.com/ssd guides the school staff and parents through the process.

Students who need accommodations should apply no later than **February 1**, so that they will have their SSD approval before registering.

Applying for Accommodations

Every student requesting accommodations must submit a request to the College Board and provide detailed information relating to the student's name and address, disability, past testing, and accommodations received at school. The SAT Accommodations Coordinator at the student's school will need to have an established Professional Account in order to use **SSD Online**. For more information, go to http://www.collegeboard.com/html/epl/pl_help.html.

- In most cases, students work with their school to request accommodations. The student or parent must complete a consent form and forward it to the school. The Accommodations Coordinator requests accommodations online, through **SSD Online**, and submits it to the College Board.
- Students or parents may submit a request for accommodations without the involvement of the school by submitting a Student Eligibility Form. More information is provided online at www.collegeboard.com/ssd.

- In some cases, documentation will be requested for the College Board's review. SSD Online and the Student Eligibility Form will indicate when documentation is required.
- Please note that students with a previously existing SSD code from the College Board do not need to reapply for accommodations.

SSD Online Disabilities Accommodation Management System

Submit and manage your student's accommodations request online via the College Board's online system for submitting and managing accommodation requests for students with disabilities. It is the fastest and most accurate way to request accommodations for your students.

Information to help you provide supporting documentation

The College Board has developed general guidelines for documentation that apply to all students requesting accommodations. However, the specific documentation that supports a student's request for accommodations depends on the student's disability, as well as on the accommodation being requested.

For [information on documentation](#) that is requested for specific disabilities, see the following links:

- [Learning Disabilities](#)
- [ADHD](#)
- [Hearing Impairments](#)
- [Psychiatric Disorders](#)
- [Head Injury/Traumatic Brain Injury](#)
- [Visual Impairments](#)
- [Physical/Medical Disabilities](#)
- [Autism Spectrum Disorders](#)
- [Speech and Language](#)
- [Other Disabilities](#)

For more information about the College Board's Guidelines for Documentation, see Documentation Guidelines. Also be sure to see [Accommodations](#) to find out what documentation is necessary for specific accommodations, such as the computer or extended time.

Deadlines for Accommodations approval

Students should apply for SSD and limited English proficiency accommodations as soon as possible and submit them no later than **February 1st** to receive a decision in time for registration. Eligible students will receive an SSD Code, which they will use to register for Idaho SAT School Day with accommodations.

Requests made **after February 1st** may require the student to register for Idaho SAT School Day without accommodations, pending their approval. Once the student is approved for accommodations, he or she must call the SSD office to change the registration to reflect the accommodations. Requests submitted after February 1st may not receive approval in time for the April 18th test administration, so please be as proactive as possible when managing and submitting accommodations request.

When documentation is required

Under some circumstances, documentation of the disability must be provided for the College Board's review. The documentation must show not only that the student has a disability, but that:

- The disability leads to a functional limitation in ability to take College Board tests
- The requested accommodation is appropriate

Usually, test scores are required.

Subsequent requests

Accommodations need to be requested only once. Once approved, a student remains eligible for accommodations for all College Board tests as long as the school annually verifies that the student continues to receive them on school tests. For example, if a student is approved for accommodations for the PSAT/NMSQT®, the student does not need to reapply for accommodations for the SAT.

Alternatives to the Idaho SAT School Day**ACCUPLACER**

All students are encouraged to take the SAT, as it is a college entrance exam and is accepted by most colleges and universities in the U.S. With that said, we understand that there will be a population of students that will want an option other than the SAT. Therefore, a limited number of 11th grade students will be eligible to take the ACCUPLACER diagnostic test in the spring of 2012, which will fulfill the college entrance exam requirement and give counselors information for 12th grade course placement. More information on eligibility will be sent to the SAT Coordinators within the schools about this option in the fall of 2011.

Questions about Idaho SAT School Day testing

Contact the College Board's **Idaho Educator [only](mailto:immaurano@collegeboard.org) toll free 1-866-253-0385** regarding any Idaho SAT school-day administration specific information or questions.

Please contact Marco Maiurano (mmaiurano@collegeboard.org), Implementation Manager for the Idaho SAT School Day with any questions you might have concerning this process.

In addition, you may contact Wendy St. Michell (wstmichell@sde.idaho.gov) at the State Department of Education.